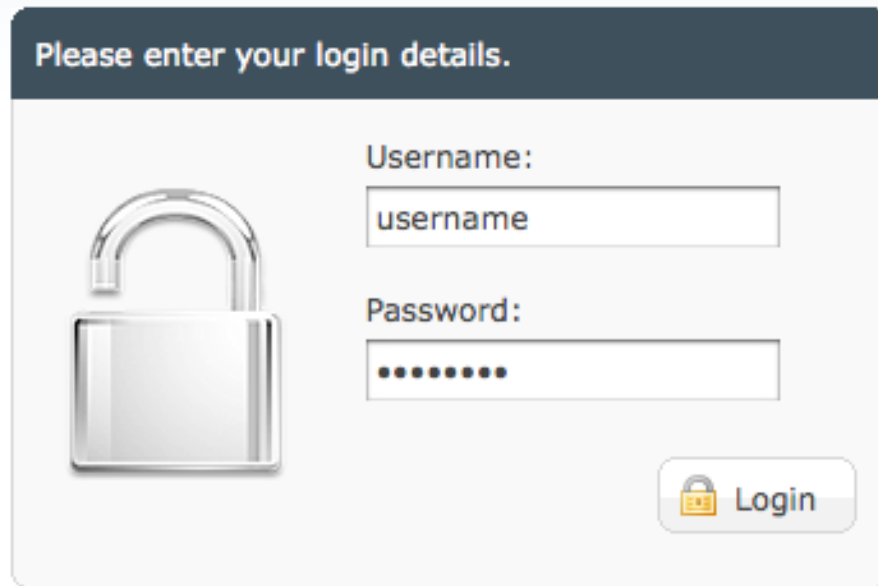


## Getting Started in Open Cart

To Login, go to:

If you have Avallo Admin Panel: [www.yourdomain.com/cart/admin](http://www.yourdomain.com/cart/admin)

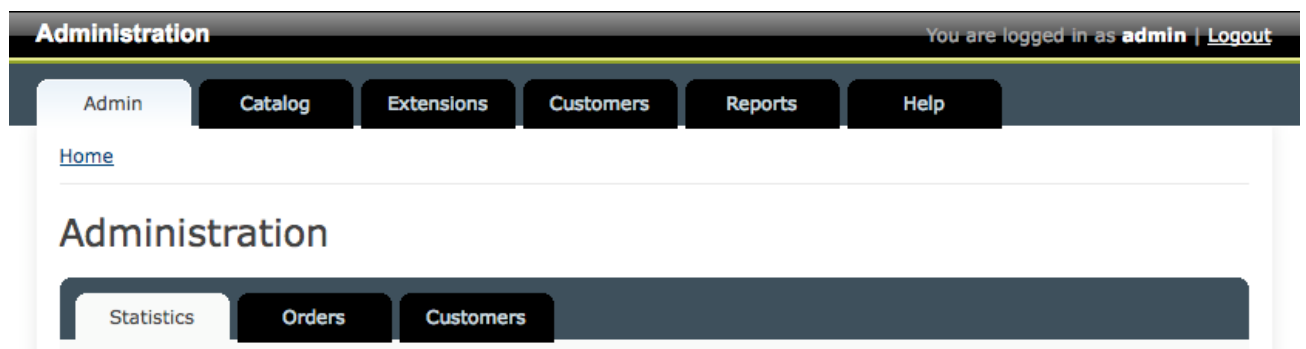
If you do not have Admin Panel: [www.yourdomain.com/admin](http://www.yourdomain.com/admin)



The image shows a login form with a dark header that reads "Please enter your login details." On the left side of the form is a large, metallic-looking padlock icon. To the right of the padlock are two input fields: "Username:" with the text "username" inside, and "Password:" with a series of dots representing a masked password. Below the password field is a "Login" button with a small padlock icon and the text "Login".

Type in your username and password into their respective fields.

This will log you into the administration panel, pictured below:



From here, you can access the top menu, and the submenus.

Below is a site map outlining the structure of the Open Cart Administration Panel, with a brief description of the functionality of each of the containing pages.

## Open Cart Administration Site Map

### ■ Admin

- **Home** - Brings to you the home page of the administration panel.
- **Online Shop** - Links to your store home page.
- **Configuration**
  - ◆ **Setting** - Basic business information and global settings can be found here (Address, Phone, Home page, currency settings)
  - ◆ **User** - Add/Edit administrative users.
  - ◆ **Localization** - Various shopping cart settings.
  - ◆ **Backup/Restore** - Save a copy of your database.
- **Logout** - Logs you out of the administration panel.

### ■ Catalog

- **Category** - Allows you to add, edit, or delete product categories.
- **Product** - Allows you to add, edit, or delete products.
- **Manufacturer** - Allows you to add, edit, or delete manufacturers.
- **Download** - Allows you to add files that will be attached to products, such as manuals or instructions, available for download from the cart.
- **Review** - Allows you to edit, delete, and manage any customer reviews of products.
- **Information** - Allows you to change the content on certain pages on your website (About Us, Privacy Policy, Terms & Conditions, etc.)

### ■ Extensions

- **Modules** - Manage certain modules on the cart.
- **Shipping** - Install/Uninstall different shipping methods and options.
- **Payment** - Install/Uninstall different payment methods and options.
- **Order Total** - Install/Uninstall modules included on the order total.
- **Feeds** - Controls RSS feeds associated with the products in the cart.

### ■ Customers

- **Customer** - Displays customer information, allows you to add new customers, delete existing customers, and edit any information they provided.

- **Order** - Displays all orders. Allows you to sort by status, to progress the status, to alert customers when orders have been shipped, and delete orders.
- **Coupon** - Allows you to create coupons that customers can insert when checking out using codes for various offers. Dollars off, percentages off, free shipping, etc.
- **Mail** - Allows you to create basic text/HTML e-mails that will send out to all customers or those who have opted-in to the newsletter when signing up for an account.
- **Reports**
  - **Sales** - Various sales reports, allows you to customize the report.
  - **Products Viewed** - Displays the number of hits on products to see which product is getting the most attention.
  - **Products Purchased** - Displays the most popular products that customers have purchased, the total amount people have spent on it, etc.
- **Help**
  - **Home** - Returns you to the Avallo home page.
  - **User Guide** - Brings you to our Open Cart tutorials.
  - **Support Forum** - Brings you to an Open Cart support forum.